

## **Nebraska Health and Human Services System**

### **Abstinence Education Grant Program RFP Questions and Answers**

Last Revised: August 28, 2006

**Q12:** We have a Letter of Support from a Tribal Council for our grant proposal. Will we also need a Memorandum of Understanding (MOU) for activities to be held at the school there? Could a “blanket” MOU between our organization and the school be utilized?

**A12:** Does the letter of support from the Tribal Council outline or reference the school activities? If not then a MOU might be necessary. Specifically, an agreement between the two parties should outline the specific activities to take place, what each partner is to contribute and define the setting (location/date/time etc.) the activity is to take place. If these points aren't covered in a letter of support from the Tribal Council then a MOU would be needed. The MOU may be general in nature stating that the school agrees to work with the organization in providing space and time for the planned activities during the 2006-2007 and 2007-2008 school year. See questions 6 & 8 on the Q&A page for background information.

**Q11:** Concerning assessment of need, when concluding the subsection with two priority needs, do the specific goals and measurable objectives need to be included on these two pages or just in the work plan?

**A11:** Applicants are to conclude the assessment section with a list of at least two priority needs followed in this same section by the goal or goals and objectives as they relate to each of the identified priority need(s). These goals and objectives will also be listed in the work plan along with the correlating activities.

- Q10:** Are all planned activities to take place by September 30, 2007, or may they extend into October or early November?
- A.10:** The anticipated awards are for a 12 month period beginning on or after October 1, 2006. Subsequent funding at the same award level may be available through a continuation for up to one additional twelve-month period dependent on the availability of funds and the applicant's success in meeting program objectives in the first year. The applicant should plan the activities to occur within the first twelve-month period (using October 1, 2006 as the beginning date) since there is no guarantee that the applicant's award will be extended for an additional twelve-month period. However, it may be necessary for scheduling purposes for a grantee to delay or "conduct" an activity after September 30, 2007, even though the submitted work plan shows they are planned to occur before the expiration of the award. This is acceptable as long as the expenditures for these delayed activities are contained in the grantee's 4<sup>th</sup> quarter expense report which is due no later than November 1, 2007. Delayed activities must have occurred by December 31, 2007.
- Q9:** Can you direct me to a table through your website that would give teen pregnancy rates by county?
- A9:** **Birth** data is available through HHSS Vital Records. **Pregnancy rates** are not available. The most current birth data available is for year 2004. See pages 26-27 of the report for teen birth data. The 2004 vital records report may be found at: **<http://www.hhss.ne.gov/ced/VitalStatsReport/vs04.pdf>**
- Q8:** If activities for the work plan are proposing youth "forums" within the school for the youth, will a Memorandum of Understanding (MOU) or Letter of Commitment be necessary for the collaborating school?
- A8:** If the successful outcome of the proposed activity is dependent on a collaborative partnership with another entity (i.e. school) then a Memorandum of Understanding or Letter of Commitment must be included. See Question 6 below for more information on letters of support/commitment and MOU.

- Q7:** I do not see specifics as to how much of the total budget can be allotted for salary of the director of the project. Is there a 20% limit of the total budget allowed for this or is it to be determined by the applicant at the applicant's discrepancy?
- A7:** There are no specifics in the RFP relating to the amount an applicant can budget for personnel costs (i.e. director of the project) and there are no requirements contained in federal regulations specific to personnel cost limitations. Costs proposed within an applicant's budget should be **reasonable, allowable and allocable**. A good rule of thumb to follow is that there should be a relationship between the proposed work and the budget shown.
- Q6:** Are letters of recommendation from other entities required?
- A6:** Letters of recommendation or support are not required unless you are submitting a proposal on behalf of a federally-recognized Native American land tribe. In that case a letter from the Tribal Council is required. However, letters of recommendation or support do reflect the degree to which the proposed plan or activities are being supported within the community or region an applicant proposes to serve with grant funding. They also provide reviewers with a sense of the proposed application's likelihood of success. Finally, letters of recommendation/support should not be confused with a "Memorandum of Understanding" (MOU). A MOU is required between an applicant and any person or agency for which any collaborative activities are planned.

Because letters of recommendation/support are optional (not required), this component is not listed on the check list. Letters of recommendation/support and/or Memorandums of Understanding should be included as attachments to the proposal and are not included in the application page count. See pages 19-20-21 for more information on letters of support and Memorandum of Understanding.

**Q5:** The RFP requires an application contain an evaluation component for proposals of \$20,000 or greater (page 15). The evaluation component of an application is assessed up to 10 points of the total score in the review of the application. How will proposals of less than \$20,000 be scored if an evaluation component is not required for awards of this size?

**A5:** The review criteria (see original language in Attachment 8, page 37 of the RFP) for the evaluation component has been revised to reflect two scenarios; 1) applications requesting \$20,000 or more and 2) applications requesting less than \$20,000. Reviewers will apply one of the two scenarios during the review of the application to determine the possible points given for the evaluation component. The revised review criteria now reflects both scenarios of the evaluation component and reads as follows:

**Evaluation (maximum 10 points) – Considerations: (Apply A or B)**

A. Proposal \$20,000 or greater: The proposal identifies relevant and measurable evaluation questions and methods, describes the methods/strategies that will be used, and describes how the results of the evaluation will be used, disseminated, and communicated.

or

B. Proposal less than \$20,000: At a minimum the process of the proposed project or activities can be evaluated. Applicant can easily determine if proposed target audience has been reached, if applicable, and if numbers reached correlates to the size of the award.

**Q4:** In the RFP cover letter from Joann Schaefer, M.D., Chief Medical Officer, it states in the second paragraph: “Now, with a new cycle of funding, we will build and enhance upon these first efforts by expanding the opportunity for other entities and organizations to apply for funds. We seek to more equitably distribute funds among potential partners who will demonstrate the greatest impact in reaching the target audience.” Does this statement eliminate past sub grant participants from applying for FY 2006-2007 funds?

**A4:** Past sub grant participants from all previous years of Nebraska Abstinence Education funding **are not** prohibited from apply for funds under the current Request for Proposals.

- Q3:** Are HHSS staff available to explain the possibilities for use of grant funding to members of my work group including students?
- A3:** Potential applicants are responsible for interpreting the Request for Proposals document and for determining the appropriate scope of programming, activities and/or services for their specific situation. Individual consultation with potential applicants by any HHSS staff would give an unfair advantage to that applicant over other potential applicants and is therefore prohibited. Applicants are encouraged to look closely at Nebraska's priority needs for Abstinence Education, (RFP page 1), the federal definition for Abstinence Education (RFP page 3) and the five principles for Positive Youth Development (RFP page 4) when planning the scope of their application.
- Q2:** What is the duration of the intended awards?
- A2:** Awards will be issued to successful applicants for a twelve-month period beginning on or after October 1, 2006. Subsequent funding at the same award level may be available through a continuation for up to one additional twelve-month period. Continuation of awards will be dependent on the availability of funds and the applicant's success in meeting program objectives in the first year.
- Q1:** Are we to submit one (1) original and two (2) copies? On page 9 of the RFP, under **Submission of Proposals** it states, "one (1) signed original and four (2) copies of the entire proposal should be submitted by the proposal due date and time." On page 10 of the RFP, the last bullet states, "Mail the complete, signed original and two copies."
- A1:** Applicants are to submit one (1) original and two (2) copies of their proposal.